G. R. S. IX-5]

1

Previous references.

File No. 136.

1916-7

(E. A-G.)

Serial Nos. 1

Later references.

192 - E. A-G. 19.7.17

Gen. dep 301-28/29

P

GENERAL AND REVENUE SECRETARIAT.

P.36/E

Serial Nos. 1.

Part B for February 1917

SUBJECT.

Scheme of Manuals, Compilations &c.

20

The Heads of Departments
Secretaries to Government.
Deputy Commissioners of Districts
Superintendent, Govt Press.

G.O. nos 136-E-AG. dated 16th January 1917 -
ordering certain arrangements for the preparation
of Departmental Manuals.

W D 88—GPB—50,000—24-7-16

(seen 3.17)

2 1

G. R. S. 11] 1916.

GENERAL AND REVENUE SECRETARIAT.

(E.A.D.)

NOTES.

File No. 136

FILE HEADING.

SCHEME OF MANUALS, COMPILATIONS, ETC.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

Dewan's orders dated the 12th May 1916 on the monthly report of work in the Efficiency Audit Branch.-

I shall be glad if a statement can be furnished showing

NOTES—First Sheet.

GPB—20,000—8-8-14

G. R. S. 12]

General and Revenue Secretariat.

File No. 138 of 191 .

Serial No.

showing for Secretariats, in the order of their importance,

(1) Compilations that have been prepared up to date;

(2) All codes, manuals, standing orders, etc., that are being got ready.

2 If necessary, the Secretary and Efficiency Audit Officer may discuss details further with me, so that there may be complete understanding as regards the results to be kept in view.

Subd (M. V. 12.5.16 (to be drawn)

3 The statement required has already been subd in person along with an abstract. A draft G.O is subd for consideration stating the measures necessary to ensure the early preparation of incomplete manuals and the maintenance up-to-date of those which have been completed. The draft also deals with some minor points relating to the Standardisation of manuals.

Secy) 23/6/16

4. Mr Madhava Rao has devoted much care and thought to developing details necessary for standardising the work of preparing manuals. The over provide Suitably

*L

*M

A III (Drawn)?

Financial Branch will have to be consulted later on.

NOTE—Contn. sheet.

(3 4

G. R. S. 12]

General and Revenue Secretariat.

E.A.G File No. 136. of 191 .

Serial No.

for the difficulties experienced in regard to employment of staff and fixes responsibility for preparing manuals, in a definite manner.

5. If approved, the Financial Secretary will be consulted and the papers circulated to Council for disposal by circulation.

Draft ordered 11/7

Dewan) 11/7

213 11.7.16

6 I have read the draft order with much interest.

7 The Financial Secretary may perhaps like ascertaining the draft order comprises improvements.

8 It may then be circulated & brought up at a meeting of Council.

2.8.16. AO

H.E.O. No. 359 of 16. Please see the Appendix to Part II of Manual.

Fin Secy) 4/8

Draft 7/8

9 For the M.S.R, Part II G.R.S. is responsible & not the Complr.

10 Particularly good work in connection with the drawing up of manuals & the acknowledgt in the prefaces of the respective manuals.

11 It may also be ordered that the Appeal Audit Branch Dept. should issue an annual review of manuals before January each year (covering the period upto June preceding) noticing good & bad work & drawing attent

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat.

E Ag File No. 134 of 191 .

Serial No.

of Heads of Depts to Sanctions &c.

M
10/8

P.S. 12

Quarterly progress reports in the case of completed manuals will be burdensome. Yearly reports should suffice. M
10/8

It is only for manuals under progress that quarterly reports have been suggested. Reporting may be left more to the discretion of Dept Heads

For VIII

B The file has to be circulated according to para 8. If approved, it will be transferred to Council Section. The draft has also been shown to Mr. Dhingra a Dyer who has suggested a few changes in the statement.

Recd 11/8

Secy)
C.S. on tour 14/8

NOTE—Contn. sheet.

For disposal at a meeting)

No. C. 624 6

16.8.1916

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

Scheme for the compilation of departmental manuals.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. M. Narayanan

15th August 1916.

Secretary to Government.

Extraordinary Member of Council. 19.8.16.

44/17.8 **First Member of Council.** 18.8

1879/16.8.16 **Second Member of Council.** 16/8

WD 2012—GPB—1 000—9-2-16

I

T

Submitted to His Highness.

The Efficiency Audit Branch is required by Government Order No.G.5924-72 dated the 3rd February 1914 to see that manuals and standing orders are regularly --- compiled and maintained in the Secretariats and in the several departments. A considerable amount of work has already been done on these lines but it is necessary to systematise it and to ensure complete understanding as to the results to be kept in view. With this object, I desired (in my note dated the 12th May 1916) the General Secretary and the Efficiency Audit Officer to discuss - the details with me, and as the result, the accompanying draft of a Government Order has been prepared. Its chief features are -

Pages 1 & 2 of Office notes

Draft for approval

(1) the preparation of a regular programme of compilation work and the circulation of the same from time to time to all concerned,

(2) arrangements for the early completion of the manuals, etc., which have been undertaken,

(3) arrangements for keeping completed manuals always up-to-date,

(4) detailed instructions with a view to standardising the size, type, and get-up of compilations.

The scheme involves a small extra cost occasionally for the entertainment of temporary hands and payment of honoraria, but to this there is no financial (A) objection. The draft order has been considered and ----

(A) Page 3 of Office notes

× Page 5 of Office notes

passed

8

passed in Council and is now submitted for the favour of His Highness' approval.

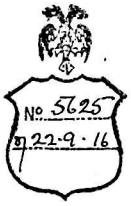
M. Visvanaya

22nd Sept 1916.

BR

Record of Cases submitted for the Orders of His Highness the Maharaja

Subject.



Scheme for systematising and completing the compilation of departmental Manuals

308.
With D.O.No. 96 dated 25.9.16.

Order.

~~KRW~~
25/9/16

10
5

Extract from the Proceedings of the 396th Meeting of the Council of His Highness the Maharaja, held at Bangalore on the 7th September 1916.

---

5. SUBJECT.- (Outside the Schedule).

Scheme for the compilation of departmental manuals.

OPINION OF THE COUNCIL.

The draft order may be approved.

The Efficiency Audit should be responsible for the correct editing and timely issue of the manuals.

Sd. M. Visvesvaraya,

DEWAN OF MYSORE.

"EXTRACT"

Secretary to Government,
General Department.

WD—166—GPB—1,000—19-7-16.

11

D. O. No. 23923

PRIVATE SECRETARY MYSORE

THE PALACE,
MYSORE.
25th September 16.

D.O.No. 96
With file
Secretary
At Bang. up in part on
26-9-16
Re
marked by Dewan
Price Secy
21/11

My dear Sir,

In returning file No. 5625 dated 22nd September 1916 I am directed to invite attention to the words in paragraph 4 of the draft Government Order which I have underlined in blue pencil and to point out that these words might be construed as meaning that the Revenue Department is either a small one or that its business is of a tentative character. No doubt such a meaning is not intended; but His Highness thinks it would be better to avoid any ambiguity and he suggests that the words referred to may be suitably modified.

Yours sincerely,

Private Secretary

Sir M. Visvesavraya, K.C.I.E.,
Dewan of Mysore,
Bangalore.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000—20-7-16

12

Rep called for
on 23-1-16

Hm
23/1/16

13

6

G. R. S. 12]

B 1 c.624.

General and Revenue Secretariat. File No. 136 of 191 .

Serial No.	
	A D.S.N is put up. Dewan Gokhale 10/9 — Dewan)
1468 11-9-16	Proof read & transmitted to Press calling for a clean proof 11/12 — Draft Confirmation of final print received 21/12
	C.O. No: 136 of 21st Dec 1916 (16-1-1917) dealing certain arrangements for the preparation of departmental manuals.
D.L. C.O. No. " 1643/16.	To Branch II for with 2 copies for favour of Communication to the Commissioner. Nev 29/1/17
	Nev 29/1/17

NOTE—Contn. sheet.

GPB—70,000—17-12-15

ND 1233—GPB—60,000—1-12-16—S.

B

G. R. S. III-2]

General and Revenue Secretariat.

E, A & G File No. 136 of 1916-17

Serial No.

To The Heads of Departments
" Secretaries to Govt
" Dy Commrs of Dists
" Supdt, Govt Press
Press Table

No: 136- E.A.G. dated 21.12.16
Sanctions a Scheme for the preparation of Departmental manuals.

—

Financial Branch has been consulted.
Draft and fair communicating the G.O. to the Comptroller are put up.

Subd.
Hon. [illegible]
31-1-17

Communicate.
Please take action to see that the existing publication, viz the Manual of Appointments Allowances and the Rules of the State Life Insurance are included under I. Financial.

Communicated 2/2 [illegible] 1-2-17.

Extract of Asst Secy's orders above taken for necessary action.

Hon [illegible] 6/2/17

VIII

H. D.O. 1643 f 16.

GEN. & REV. SECRETARIAT VIII E. [illegible] T. 6 FEB 1917

NOTE—Contn. sheet.

Proceedings of the Govt of
Coorg No. 3E4329 H.H. the Maharaja of Mysore

S.O

2/2/17
No.

15
dated.

Previous work and present state of departmental manuals.

In Government Order No.C.1981-2019/G.F.143-05-04 dated 11th October 1904 -- Government approved of a - scheme for the preparation of departmental manuals submitted by Mr. V.R. Thayagaraja Iyer, then on special duty in connection with the curtailment of periodical reports and returns. Some of the manuals then ordered to be undertaken have been completed and are at present in use, but a considerable number have not yet passed the stage of preparation. In some cases new manuals not contemplated in the Government Order quoted above have been taken up, while others included in the scheme have been, owing to various reasons, abandoned. The accompanying statement shows the present situation as regards departmental manuals and compilations of rules and standing orders. Out of 47 important and 31 minor compilations that appear to be necessary, 20 important and 7 minor compilations are ready, and 21 important and 23 minor ones are under preparation. Eight manuals of which four are of some importance, remain yet to be undertaken.

2. Government attach the greatest value to the preparation of these manuals, and they consider that a statement of the objects to be kept in view and of the methods to be followed in compiling them will make for the expeditious and satis-

factory

satisfactory completion of the work.

The compilation programme.

3. In the first place, there should be a clear understanding as to the manuals required in the different departments. The appended list has been prepared from such information as was readily available. The Heads of Departments and Secretaries to Government are requested to scrutinize the portions of the list relating to their respective departments and to intimate any additions or changes they may consider necessary therein.

If any new manuals are undertaken in future or any departure is contemplated in the programme of compilation as laid down in the statement (which will be corrected and issued from time to time), intimation should be given to the Secretary to Government, General Department, (Efficiency Audit).

Classification of manuals with regard to scope and form.

4. The scope and form of the manuals is the second point to be considered. It is manifestly impossible to lay down any plan which could be uniformly applied to all departmental manuals. But there are certain general considerations to be borne in mind in their preparation. There are roughly three kinds of compilations referred to in the statement. In the first place there are compilations which lay down a complete system of work or rules to be followed in a department (e.g. the Forest Code, the Public Works Manuals and the Jail Manual) or on particular subjects (e.g. the Service Regulations). This

This is the kind of compilation which should eventually be provided for every department when its lines of work have been sufficiently settled. But it is ~~inappropriate~~ unnecessary for departments whose -- business is ~~too small to require, or~~ of too tentative a character to admit of, detailed regulation in this manner. For such departments the compilation of -- standing orders need not aim at laying down an elaborate system of work or rules but should merely bring together the existing orders ~~relating to the Department~~ passed from time to time. These orders, of course, should be edited and arranged in logical sequence, but nothing more need be attempted. The Revenue Manual and the compilations recently issued for the Military Department and the Department of Mines and Geology belong to this class of compilations.

The third class of manuals is known as office manuals, and they are intended to regulate the work of particular establishments, e.g., the Secretariat Manual, the Taluk Office Manual and the Press Manual. Manuals of this kind are unnecessary in the case of minor offices where the work done is of a simple character, and where the general orders issued by the Government supplemented by office memoranda sufficiently serve the purpose.

This in outline is the rationale on which the scheme of manuals is based.

Means for expediting the preparation of incomplete manuals.

5. In the case of some manuals an unduly long time has been taken for preparation. Government fully recognise the labour involved in and the care and deliberation required for work of this kind, but they feel that in many instances it has been retarded not because of its inherent difficulties but owing to the absence of efficient arrangements for its execution. Too often the official to whom the work is entrusted is not sufficiently relieved of his ordinary current duties which leave him little time for the work of compilation which is therefore indefinitely postponed. In all offices where any manuals are under preparation, Government desire that an experienced official should, if possible, be told off for the work exclusively, his current duties being temporarily distributed to other officials. Where such an arrangement cannot be effected, and where the entertainment of an extra hand is unavaoidable, Government will be prepared to sanction such entertainment for the period shown to be necessary. Where this period does not exceed two months and the charge could be met from the budget allotment of the department, the sanction of the Head of the Department would be sufficient. When an official is thus selected for special duty, he should be given some advance not exceeding Rs.20 on the salary he may be getting at the time of appointment. But the total charge on account of the preparation of a manual should in no case exceed Rs.100 per mensem.

19

6. Instead of employing an additional hand in this manner, it would sometimes be advantageous to get the work done by a competent official, out of office hours by offering him an honorarium to be fixed in each case with the previous approval of Government.

7. The practice of sending up manuals in a finished form, without obtaining previous approval to their plan and contents sometimes results in the manuals being returned for extensive revision. This could be avoided if officers preparing compilations of this kind would send to Government a brief preliminary statement of the lines on which they wish to proceed, and obtain informally the advice of the Secretariat on portions of the work as it progresses.

8. In some cases delay has arisen in the Secretariat in scrutinising manuals owing to want of men who could devote exclusive attention to this work. To avoid this difficulty Secretaries to Government will be authorised to entertain if necessary additional hands, subject to conditions similar to those laid down in paragraph 5 in the case of Heads of Departments.

Arrangements to keep manuals up-to-date.

9. The keeping of manuals up-to-date is no less important than their preparation and Government observe that the arrangements in this regard too leave much to be desired. In some cases addenda and corrigenda slips are issued promptly enough

enough whenever any correction is needed, while in others a supplement containing such corrections is issued at long intervals. But in many instances, manuals are left altogether alone till they become so antiquated as to call for a revised edition.

10. The object of a manual will be in a large measure defeated if it is not maintained up-to-date. It is therefore requisite that the modifications becoming necessary from time to time should be promptly effected.

The system of annual or other periodical supplements is therefore unsuitable and will be dispensed with. Addenda and corrigenda slips serially numbered should be issued whenever occasion arises, and care must be taken to supply copies of these slips to all officers using the manual, a list of whom should be kept in the offices concerned.

Responsibility.

11. In the statement appended to this order, the authorities responsible for the preparation and maintenance up-to-date of the several compilations are specified. These officers will submit to Government once a quarter a report of the progress made in the compilation of the manuals under preparation, and in the case of those which have been completed and are in use, an annual report of the correction slips if any issued during the year.

Numbering of manuals, size, type, etc.

12. Among matters of minor importance connected with manuals is the necessity for numbering them for facility of reference

reference and the adoption of a uniform style of printing, binding, etc. After the list appended to this order has been verified by Heads of Departments and other officers concerned, a fresh list will be issued giving the numbers by which the several manuals should be referred to.

Manuals should, as far as possible, be printed in 10-12 pt type in royal octavo and should be bound in thick paper covers of blue colour. Any departure from this pattern should be referred to Government for orders.

11/7

24/6

for Secretary to Government
General Department.

To

Heads of Departments,
Secretaries to Government,
Deputy Commissioners of Districts
Superintendent, Government Press.

Press Table

STATEMENT OF MANUALS AND COMPILATIONS of rules & Statutory orders

- - - - - - -

Authority responsible for	
Preparation.	Maintenance.
	Branch II G.R.S.
	Comptroller, Civil Branch
	-Do- -do-
	-Do- -do-
Comptroller, P.W. & Railway Branch.	Comptroller, P.W.& Ry. Branch.
Secretary, State Life Insurance Committee.	--
Comptroller, Civil Branch	Comptroller, Civil Branch.
--	Branch I. G. R. S.
Revenue Commissioner	Revenue Commissioner.
special officer.	--Do--
---Do---	--Do--
Revenue Commissioner.	Revenue Commissioner.
—Do—	--Do--
Revenue Commissioner.	--Do--
Revenue Commissioner.	--Do--
--	Excise Commissioner
Excise Commissioner.	--Do--

STATEMENT OF MANUALS & COMPILATIONS

Sl. No.	Names of Departments.	Manuals etc., necessary.	Symbol denoting completion or stage of progress.	Remarks.
I	Financial	(1) Mysore Service Regulations	A	
		(2) The Mysore Treasury Manual	A	
		(3) Taluk Treasury Manual.	A	
		(4) Office Manual for the Comptroller's office, Civil Branch.	A	
		(5) -do- Public Works & Railway Branches.	X	In print
		(6) -do- Insurance Secretary's office.	X	Draft ready
		(7) manual of Salaries and allowances	O	
	Land Revenue	(1) Revenue Manual	A	
		(2) District Office Manual.	O	
		(3) Taluk Manual	X	In print
		(4) Village Officers' Manual.	X	-do-
		(5) Revenue Commissioner's office Manual.	X	
		(6) Sub Division office Manual.	O	
		(7) Compilation of circular orders issued by the Revenue Commissioner.	X	
		(8) Veterinary Departmental Manual.	O	
III	Excise	(1) Excise Manual	A	
		(2) Excise Commissioner's office manual.	X	Draft under scrutiny in the Secretariat.

Authority responsible for	
Preparation.	Maintenance.
Conservator.	Conservator.
--Do--	--Do--
Stamp Commissioner.	Stamp Commissioner.
--	Inspector General of Registration.
--	--Do--
Survey Superintendent.	Survey Superintendent.
--Do--	--Do--
	Inam Superintendent.
--	Branch III., G. R. S.
Branch III., G.R.S.	--Do--
Branch VIII., G.R.S.	Branch III., G. R. S.

26

Sl. No.	Names of Departments	Manuals, etc., necessary.	Symbol denoting completion or stage of progress	Remarks
IV	Forests	(1) Forest Manual	X	Draft under scrutiny in the Secretariat.
		(2) Forest Code	A	
V	Stamps	(1) Stamp Manual	X	In print
VI	Registration	(1) Registration Manual.	A	
		(2) Office Manual for the office of the I.G. of Registration.	A	Draft under scrutiny in the Secretariat
VII	(1) Revenue Survey	(1) Manual of Circumlocution, Survey Department	A	
		(2) Office manual for the		
		(i) Survey Superintendent's office.		
		(ii) Deputy Superintendent's office.	A	Draft pending revision.
		(iii) Assistant superintendent's office.		
		(iv) Survey Establishment office.		
	(2) Maps			Perpetual orders are outlined in ~~Survey~~ Manual and Index precis.
VIII	Legislative	(1) Rules Book	A	
		(2) Rules issued under Acts & Regulations.	X	Part I containing rules issued up to 1912 is in print. The rest are to be compiled yet by Branch III, G.A.D.
		(3) Compilation of standing orders pertaining to the legislative council.		In print. Branch VIII

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Sl.No.	Names of departments.	Manuals, etc., necessary	Symbol denoting completion or stage of progress	Remarks
IX	Judicial	(1) Civil Digest	A	Under revision by the Chief Court
		(2) Criminal Digest	A	
		(3) Office Manual for the Chief Court.	O	
X	Police	(1) Police Manual	X	Draft under scrutiny in the Secretariat. Contemplated in the G.O. of 1904
		(2) Office Manual for the I.G's office.	X	Draft under revision.
		(3) Office Manuals for the District Superintendents' offices.	O	
XI.	Military	(1) Standing orders of the Military Department.	A	
		(2) Amrut Mahal Department Manual.	X	Under revision in the Department.
		(3) Standing orders of the Imperial Service Lancers	A	
		(4) Standing orders of the 'Infantry Regiments.	X	
		(5) Standing orders of the Transport Corps.	O	
		(6) Chief Commandant's office manual.	A	To be revised
XII	Medical, Public Health and Sanitation	(1) Medical Code	X	
		(2) Manual of Public Health.	X	Under scrutiny in the Secretariat.

Authority responsible for	
Preparation.	Maintenance.
Senior Surgeon.	Senior Surgeon.
Sanitary Commr.	Sanitary Commr.
Branch VIII., C.R.S.	I. G. of Prisons.
~~I.G. of Prisons.~~	I.G. of Prisons.

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Sl.No.	Names of Departments.	Manuals, etc, necessary.	Symbol denoting completion or stage of progress.	Remarks
XII	Medical, Public Health and Sanitation.	(3) Office Manual for the Senior Surgeon's office.	X	Under revision by the Department.
		(4) Office manual for the Sanitary Commissioner's office.	X	-do-
XIII	Prisons	(1) Jail Manual	X	Draft under scrutiny in the Secretariat. Contemplated in the G.O. of October 1904.
		(2) Office Manual for the Inspector General's office.		-do-

Authority responsible for	
Preparation.	Maintenance.
Secretary, Economic Conference.	Branch VI. C. & R.S
--	I. C. of Education.
--	--Do--
--	--Do--
I. C. of Education.	Branch VI. C. R.S
--Do--	I. C. of Education.
Secretary, Economic Conference.	Director of Industries.
--Do--	Branch VI. C. & R. S.
Director of Agriculture.	Director of Agriculture.
	Registrar of Co-operative Societies.
Secretary, Economic Conference.	Branch VI C. R. S.
	Comptroller, Branch.

14

Serial No.	Names of Departments.	Manuals, etc., necessary.	Symbols denoting completion or stage of preparation.	Remarks.
XIV.	Economic Conference.	(1) Standing orders of the Department.	~~X~~ A	~~In print.~~
XV.	Education.	(1) Educational Rules (Part I)	A	Under revision by the Department.
		(2) Inspection Code	A	Do.
		(3) Grant-in-aid Code	A	
		(4) Standing orders of the Department	X	
		(5) Office Manual for the Office of the Inspector General of Education.	X	
XVI.	Industries and Commerce.	(1) Standing orders of the Department.	~~X~~ A	~~In print.~~
XVII.	Agriculture.	(1) Standing orders of the Department.	X	Draft compilation under scrutiny.
		(2) Office Manual for the Office of the Director of Agriculture,	X	Draft under revision by the Department.
XVIII.	Co-operative Societies.	(1) Manual of Co-operative Societies (in Kanarese).	A	
		(2) Standing orders of the Department.	X	In print.
		(3) Office Manual for the Registrar's Office.	X	
XIX.	Public Works.	(1) Public Works Manual	A	

Authority responsible for	
Preparation.	Maintenance.
Chief Engineer.	Chief Engineer.
--Do--	--Do--
--Do--	--Do--
--Do--	--Do--
--Do--	---Do---
Railway Secretary.	Railway Secretary.
--Do--	--Do--
--Do--	--Do--
nil.	nil.
---. . .	Branch V., G.R.S.
---	Director of Mines and Geology.
Branch IV G.R.S.	Branch IV., G.R.S.
--	Comptroller, Civil Branch.
Branch IV G.R.S.	Branch IV., G.R.S.

Serial No.	Names of Departments.	Manuals, etc., necessary.	Symbols denoting completion or stage of preparation.	Remarks.
XIX.	Public Works.	(2) Village Tank Manual.	X	Draft ready for print.
		(3) Canal Manual.	X	
		(4) Road Manual.	X	
		(5) Public Works Secretariat Manual.	X	
		(6) Manual for the guidance of subordinates.	X	
XX.	Railways.	(1) Open Line Code.	O	At present the Government of India Codes are used.
		(2) Standing orders of the Department	X	
		(3) Office Manual for the Railway Secretariat.	A	
XXI.	Electrical.		A	Public Works Manual followed.
XXII.	Geology and Mining.	(1) Standing orders of the Department.	A	
		(2) Office Manual for the Director's office.	A	
XXIII.	District and Local Boards.	(1) Standing orders pertaining to Local Boards.	O	To be taken up after issue of final orders on the scheme for re-organising Local Boards.
XXIV.	Municipal Boards.	(1) Municipal Account Manual.	A	
		(2) Standing orders pertaining to Municipal Boards.	O	Do.

Authority responsible for	
Preparation.	Maintenance
Chairman, Trust Board.	Branch IV G.R.S.
Muzrai Superintendent.	Muzrai Superintendent.
--	Superintendent, Government Press.
Branch VIII. G.R.S.	Branch V. G.R.S.
--Do--	--Do--
Superintendant, Govt. Stationery.	
Branch VIII., G.R.S.	Branch V G.R.S.
--Do--	--Do--
--Do--	--Do--
--Do--	--Do--
- -	Branch VIII., G.R.S.
Branch VIII., G.R.S.	--Do--
--do--	Branch V., G.R.S.
--	General Secretary.

Serial No.	Names of Departments.	Manuals, etc., necessary.	Symbols denoting completion or stage of preparation.	Remarks.
XXV.	Trust Board, Mysore.	(1) Standing orders relating to the Trust Board.	X	
XXVI.	M u z r a i.	(1) Muzrai Manual.	X	In print. Contemplated in G.O. of 1904.
XXVII.	Printing and Stationery.	(1) Press Manual.	A	Under revision by the Department.
		(2) Standing orders relating to Press.	X	Under Compilation in the Secretariat.
		(3) Standing orders relating to Stationery.	X	Do.
		(4) Office Manual for the Stationery Superintendent's Office.	X	
XXVIII.	Government Gardens.	(1) Standing orders of-		
XXIX.	Museum.	(i) Government Gardens,	X	Under Compilation in the Secretariat.
XXX.	Archaeology.	(ii) Museum,	X	
XXXI.	Meteorology.	(iii) Archaeological Department,	X	
		(iv) Meteorolofical Department.	X	Do.
XXXII.	G e n e r a l.	(1) Records Manual Vol. I.	A	
		Do. Vol.II.	X	Do.
		(2) Standing orders pertaining to Miscellaneous Subjects.	X	Do.
		(3) Office Manual of the General and Revenue Secretariat.	A.	

Serial No.	Names of Departments.	Manuals, etc., necessary.	Symbols denoting completion or stage of preparation.	Remarks.
XXXII.	G e n e r a l (Concld.)	(4) Manuals subsidiary to (4) e.g.		
		(i) Manual of Secretariat Essentials.	X	
		(ii) Efficiency Audit Manual.		
		(iii) Manual of Council procedure.		
		etc.		

N.B. Symbol A denotes existing manuals and compilations.

Symbol X denotes those under preparation.

Symbol OO denotes those which are yet to be prepared.

The more important Manuals are typed in red.

HSR.

Authority responsible for	
Preparation.	Maintenance.
Branch VIII., G.R.S.	General Secretary.
--Do--	--Do--
--Do--	Council Section.

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Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 136—E. A. G., dated 21st December 1916

Departmental Manuals.

Sanctions a scheme for the preparation of ——.

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No. 136—E. A. G., DATED 21ST DECEMBER 1916.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. 136—E. A. G., dated 21st December 1916.

Previous work and present State of Departmental Manuals.—In Government Order No. G. 1981-2019—G. F. 143-03-04, dated 11th October 1904, Government approved of a scheme for the preparation of departmental manuals submitted by Mr. V. R. Thyagaraja Iyer, then on special duty in connection with the curtailment of periodical reports and returns. Some of the manuals then ordered to be undertaken have been completed and are at present in use, but a considerable number have not yet passed the stage of preparation. In some cases new manuals not contemplated in the Government Order quoted above have been taken up, while others included in the scheme have been, owing to various reasons, abandoned. The accompanying statement shows the present situation as regards departmental manuals and compilations of rules and standing orders. Out of 47 important and 40 minor compilations that appear to be necessary, 23 important and 11 minor compilations are ready, and 20 important and 23 minor ones are under preparation. Ten manuals of which 4 are of some importance, remain yet to be undertaken.

2. Government attach the greatest value to the preparation of these manuals, and they consider that a statement of the objects to be kept in view and of the methods to be followed in compiling them will make for the expeditious and satisfactory completion of the work.

3. *The compilation programme.*—In the first place, there should be a clear understanding as to the manuals required in the different departments. The appended list has been prepared from such information as was readily available. The Heads of Departments and Secretaries to Government are requested to scrutinize the portions of the list relating to their respective departments and to intimate any additions or changes they may consider necessary therein.

If any new manuals are undertaken in future or any departure is contemplated in the programme of compilation as laid down in the statement (which will be corrected and issued from time to time), intimation should be given to the Secretary to Government, General Department (Efficiency Audit).

4. *Classification of manuals with regard to scope and form.*—The scope and form of the manuals is the second point to be considered. It is manifestly impossible to lay down any plan which could be uniformly applied to all departmental manuals But there are certain general considerations to be borne in mind in their preparation. There are roughly three kinds of compilations referred to in the statement. In the first place there are compilations which lay down a complete system of work or rules to be followed in a department (*e g.*, the Forest Code, the Public Works Manuals and the Jail Manual) or on particular subjects (*e.g.*, the Service Regulations). This is the kind of compilation which should eventually be provided for every department when its lines of work have been sufficiently settled. But it is unnecessary for departments whose business is mainly governed by Regulations and Rules framed thereunder or is of too tentative a character to admit of detailed regulation in this manner. For such departments the compilation of standing orders need not aim at laying down an elaborate system of work or rules but should merely bring together the existing orders passed from time to time. These orders, of course, should be edited and arranged in logical sequence, but nothing more need be attempted.

The third class of manuals is known as office manuals, and they are intended to regulate the work of particular establishments, *e.g.*, the Secretariat Manual, the Taluk Office Manual and the Press Manual. Manuals of this kind are unnecessary in the case of minor offices where the work done is of a simple character, and where the general orders issued by the Government supplemented by office memoranda sufficiently serve the purpose.

This in outline is the *rationale* on which the scheme of manuals is based.

5. *Means for expediting the preparation of incomplete manuals.*—In the case of some manuals an unduly long time has been taken for preparation. Government fully recognise the labour involved in and the care and deliberation required for work of this kind, but they feel that in many instances it has been retarded not because of its inherent difficulties but owing to the absence of efficient arrangements for its execution. Too often the official to whom the work is entrusted is not sufficiently relieved of his ordinary current duties which leave him little time for the work of compilation which is therefore indefinitely postponed. In all offices where any manuals are under preparation, Government desire that an experienced official should, if possible, be told off for the work exclusively, his current duties being temporarily distributed to other officials. Where such an arrangement cannot be effected, and where the entertainment of an extra hand is unavoidable, Government will be prepared to sanction such entertainment for the period shown to be necessary. Where this period does not exceed two months and the charge could be met from the budget allotment of the department, the sanction of the Head of the Department would be sufficient. When an official is thus selected for special duty, he should be given some advance not exceeding Rs. 20 on the salary he may be getting at the time of appointment. But the total charge on account of the preparation of a manual should in no case exceed Rs. 100 per mensem.

6. Instead of employing an additional hand in this manner, it would sometimes be advantageous to get the work done by a competent official, out of office hours by offering him an honorarium to be fixed in each case with the previous approval of Government.

7. The practice of sending up manuals in a finished form, without obtaining previous approval to their plan and contents, sometimes results in the manuals being returned for extensive revision. This could be avoided if officers preparing compilations of this kind would send to Government a brief preliminary statement of the lines on which they wish to proceed, and obtain informally the advice of the Secretariat on portions of the work as it progresses.

8. In some cases delay has arisen in the Secretariat in scrutinising manuals owing to want of men who could devote exclusive attention to this work. To avoid this difficulty Secretaries to Government will be authorised to entertain, if necessary, additional hands, subject to conditions similar to those laid down in paragraph 5 in the case of Heads of Departments.

9. *Arrangements to keep manuals up-to-date.*—The keeping of manuals up-to-date is no less important than their preparation and Government observe that the arrangements in this regard too leave much to be desired. In some cases addenda and corrigenda slips are issued promptly enough whenever any correction is needed, while in others a supplement containing such corrections is issued at long intervals. But in many instances, manuals are left altogether alone till they become so antiquated as to call for a revised edition.

10. The object of a manual will be in a large measure defeated if it is not maintained up-to-date. It is therefore requisite that the modifications becoming necessary from time to time should be promptly effected.

The system of annual or other periodical supplements is therefore unsuitable and will be dispensed with. Addenda and corrigenda slips serially numbered should be issued whenever occasion arises, and care must be taken to supply copies of these slips to all officers using the manual, a list of whom should be kept in the offices concerned.

11. *Responsibility.*—In the statement appended to this order, the authorities responsible for the preparation and maintenance up-to-date of the several compilations

are specified. These officers will submit to Government once a quarter a report of the progress made in the compilation of the manuals under preparation, and in the case of those which have been completed and are in use, an annual report of the correction slips, if any, issued during the year.

12. *Numbering of manuals, size, type, etc.* Among matters of minor importance connected with manuals is the necessity for numbering them for facility of reference and the adoption of a uniform style of printing, binding, etc. After the list appended to this order has been verified by Heads of Departments and other officers concerned, a fresh list will be issued giving the numbers by which the several manuals should be referred to.

Manuals should, as far as possible, be printed in 10—12 point type in royal octavo and should be bound in thick paper covers of blue colour. Any departure from this pattern should be referred to Government for orders.

D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—The Heads of Departments.
The Secretaries to Government.
The Deputy Commissioners of Districts.
The Superintendent, Government Press.
PRESS TABLE.

Exd.—C. R.

No. 136—E. A. G., DATED 21ST DECEMBER 1916.

Statement of Manuals and Compilations of rules and standing orders.—*contd.*

Serial No.	Name of Department	Manuals, etc., necessary	Symbol denoting completion or stage of progress	Remarks	Authority responsible for	
					Preparation	Maintenance
1	2	3	4	5	6	7
VIII	Legislative ...	(1) *Mysore Code* ...	A		.....	General Secretary.
		(2) *Rules framed under Acts and Regulations.*	X	Part I. containing rules issued up to 1912 is in print. The rest are to be compiled.	General Secretary ...	Do
		(3) Compilation of standing orders pertaining to the Legislative Council.	X	In print ...	Do ...	Do
IX	Judicial ...	(1) *Civil Digest* ...	A	Under revision by the Chief Court.	.....	Chief Court.
		(2) *Criminal Digest* ...	A	.....	.....	Do
		(3) Office Manual for the Chief Court.	O	.. ...	Chief Court ...	Do
X	Police ...	(1) *Police Manual* ...	X	Draft under scrutiny in the Secretariat.	Inspector-General of Police.	Inspector-General of Police.
		(2) Office Manual for the Inspector-General's Office.	X	Draft under revision...	Do ...	Do
		(3) Office Manuals for the District Superintendents, Offices.	O	.....	Do ...	Do
XI	Military ...	(1) *Standing Orders of the Military Department.*	A	.....	.....	General Secretary.
		(2) *Amrut Mahal Department Manual.*	X	Under revision in the Department.	Chief Commandant ...	Chief Commandant.
		(3) Standing orders of the Imperial Service Lancers.	A	.....	.....	Do
		(4) Standing orders of the Infantry Regiments	X	.....	Chief Commandant ...	Do
		(5) Standing orders of the Transport Corps.	O	.....	Do ...	Do
		(6) Chief Commandant's Office Manual.	A	To be revised ...	.....	Do
XII	Medical, Public Health and Sanitation.	(1) *Medical Code* ...	X	.....	Senior Surgeon ...	Senior Surgeon.
		(2) *Manual of Public Health.*	X	Under scrutiny in the Secretariat.	Sanitary Commissioner.	Sanitary Commissioner.
		(3) Office Manual for the Senior Surgeon's Office.	X	Under revision by the Department.	Senior Surgeon ...	Senior Surgeon.
		(4) Office Manual for the Sanitary Commissioner's Office.	A	.....	.....	Sanitary Commissioner.
XIII	Prisons ...	(1) *Jail Manual* ...	X	Draft under scrutiny in the Secretariat.	General Secretary ...	Inspector-General of Prisons.
		(2) Office Manual for the Inspector-General's Office.	A	.....	.....	Do
XIV	Economic Conference.	(1) *Standing orders of the Department.*	A	.....	.....	Secretary, E. & A.
XV	Education ...	(1) *Educational Rules* (Part I)	A	Under revision by the Department.	.....	Inspector-General of Education.
		(2) *Inspection Code* ..	A	Do ...	.....	Do
		(3) *Grant-in-aid Code*	A	.....	.....	Do

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APPENDIX.

Statement of Manuals and Compilations of rules and standing orders.

Serial No.	Name of Department	Manuals, etc., necessary	Symbol denoting completion or stage of progress	Remarks	Authority responsible for	
					Preparation	Maintenance
1	2	3	4	5	6	7
I	Financial ...	(1) *Mysore Service Regulations.*	A			Financial Secretary.
		(2) *The Mysore Treasury Manual.*	A			Comptroller, Civil Branch.
		(3) *Taluk Treasury Manual.*	A			Do.
		(4) Office Manual for the Comptroller's Office, Civil Branch.	A			Do
		(5) Office Manual for Public Works and Railway Branches.	X	In print ...	Comptroller, Public Works and Railway Branch.	Comptroller, Public Works and Railway Branch.
		(6) Office Manual for the Insurance Secretary's office.	X	.....	Secretary, State Life Insurance Committee.	Secretary, State Life Insurance Committee.
		(7) Manual of Salaries and Allowances.	O		Comptroller, Civil Branch.	Comptroller, Civil Branch.
II	Land Revenue ...	(1) *Revenue Manual*...	A			Revenue Secretary.
		(2) *District Office Manual.*	O		Revenue Commissioner	Revenue Commissioner
		(3) *Taluk Manual* ...	X	In print ...	Special Officer ...	Do
		(4) *Village Officers' Manual.*	X	Do ...	Do ...	Do
		(5) Revenue Commissioner's Office Manual.	X		Revenue Commissioner	Revenue Commissioner
		(6) Sub-Division Office Manual.	O		Do ...	Do
		(7) Compilation of circular orders issued by the Revenue Commissioner.	X		Do ...	Do
		(8) Veterinary Departmental Manual.	O		Do ...	Do
III	Excise ...	(1) *Excise Manual* ...	A			Excise Commissioner.
		(2) Excise Commissioner's Office Manual.	A	.....	.....	Do
IV	Forests ...	(1) *Forest Manual* ...	X	Draft under scrutiny in the Secretariat.	Conservator ...	Conservator
		(2) *Forest Code* ...	A			Do
V	Stamps ...	(1) *Stamp Manual* ...	X	In print ...	Stamp Commissioner.	Stamp Commissioner.
VI	Registration ...	(1) *Registration Manual.*	A	.....	.....	Inspector-General of Registration.
		(2) Office Manual for the office of the Inspector-General of Registration.	X	.....	Inspector-General of Registration.	Do
VII	(1) Revenue Survey.	(1) *Manual of circulars, Survey Department.*	X		Survey Superintendent	Survey Superintendent.
		(2) Office Manual for the— (i) Survey Superintendent's office. (ii) Deputy Superintendent's office. (iii) Assistant Superintendents' offices. (iv) Survey Headquarter office.	X	Draft pending revision.	Do ...	Do
	(2) Inams ...	... ...		Essential orders are outlined in Revenue Manual and Inam precis.	.....	Inam Superintendent.

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Statement of Manuals and Compilations of rules and standing orders.—*contd.*

Serial No.	Name of Department	Manuals, etc., necessary	Symbol denoting completion or stage of progress	Remarks	Authority responsible for	
					Preparation	Maintenance
1	2	3	4	5	6	7
	Education—*contd.*	(4) *Standing orders of the Department.*	X	.....	Inspector-General of Education.	Secretary, E. & A.
		(5) Office Manual for the Office of the Inspector-General of Education.	X	.....	Do ...	Inspector-General of Education.
XVI	Industries and Commerce.	(1) *Standing orders of the Department.*	A	.....	.....	Director of Industries.
XVII	Agriculture ...	*Do* ...	X	Draft compilation under scrutiny.	Secretary, Economic Conference.	Secretary, E. & A.
		(2) Office Manual for the Office of the Director of Agriculture.	X	Draft under revision.	Director of Agriculture.	Director of Agriculture.
XVIII	Co-operative Societies.	(1) *Manual of Co-operative Societies (in Kanarese.)*	A	.....	.....	Registrar of Co-operative Societies.
		(2) *Standing orders of the Department.*	X	In print ...	Secretary, Economic Conference.	Secretary E. & A.
		(3) Office Manual for the Registrar's Office.	X	.....	Registrar of Co-operative Societies.	Registrar of Co-operative Societies.
XIX	Public Works ...	(1) *Public Works Manual.*	A	.....	.....	Comptroller, Public Works and Railway Branch.
		(2) Village Tank Manual.	X	Draft ready for print.	Chief Engineer ...	Chief Engineer.
		(3) Canal Manual ...	X		Do ...	Do
		(4) Road Manual ...	X		Do ...	Do
		(5) Manual for the guidance of subordinates.	X		Do ...	Do
		(6) Public Works Secreteriat Manual.	X		P. W. Secretary ...	P. W. Secretary.
XX.	Railways ...	(1) *Open Line Code* ...	O	At present the Government of India Codes are used.	Railway Secretary ...	Railway Secretary.
		(2) Standing orders of the Department.	X		Do ...	Do
		(3) Office Manual for the Railway Secretariat.	A		.....	Do
XXI.	Electrical ...	.....	...	Public Works Manual followed.	.....	.....
XXII.	Geology and Mining.	(1) *Standing orders of the Department.*	A		.....	General Secretary.
		(2) Office Manual for the Director's office.	A		.....	Director of Mines and Geology.
XXIII.	District and Local Boards.	(1) *Standing orders pertaining to Local Boards.*	O	To be taken up after issue of final orders on the scheme for re-organising Local Boards and Municipalities.	Revenue Secretary ...	Revenue Secretary.
XXIV.	Municipal Boards.	(1) *Municipal Account Manual.*	A		.....	Comptroller, Civil Branch.
		(2) *Standing orders pertaining to Municipal Boards.*	O	Do.	Revenue Secretary ...	Revenue Secretary.
XXV.	Trust Board, Mysore.	(1) *Standing orders relating to the Trust Board.*	X		Chairman, Trust Board.	Revenue Secretay.
XXVI.	Muzrai ...	(1) *Muzrai Manual* ..	X	In print ...	Muzrai Superintendent	Muzrai Superintendent.
XXVII.	Printing and Stationery.	(1) *Press Manual* ...	A	Under revision ...	Superintendent, Government Press.	Superintendent, Government Press.
		(2) *Standing orders relating to Press.*	X	Under compilation in the Secretariat.	General Secretary. ...	General Secretary.

No. 136—E. A. G., dated 21st December 1916.

Statement of Manuals and Compilations of rules and standing orders.—*concld.*

Serial No.	Name of Department	Manuals, etc., necessary	Symbols denoting completion or stage of progress	Remarks	Authority responsible for	
					Preparation	Maintenance
1	2	3	4	5	6	7
	Printing and Stationery—*contd.*	(3) *Standing orders relating to Stationery.*	X	Under compilation in the Secretariat.	General Secretary ...	General Secretary.
		(4) Office Manual for the Stationery Superintendent's Office.	X	Under scrutiny in the Secretariat.	Superintendent, Government Stationery	Superintendent, Government Stationery.
XXVIII.	Government Gardens.	*Standing orders.*	X	Under compilation in the Secretariat.	General Secretary ...	General Secretary.
XXIX.	Museum ...	Do ...	X	Do ...	Do ...	Do
XXX.	Archæology ...	Do ...	X	Do ...	Do ...	Do
XXXI.	Meteorology ...	Do ...	X	Do ...	Do ...	Do
XXXII.	General ...	(1) *Records Manual, Vol. I.*	A		.....	General Secretary.
		Records Manual, Vol. II.	X	Do ...	General Secretary ...	Do
		(2) *Standing orders pertaining to Miscellaneous Subjects.*	X	Do ...	Do ...	General Secretary.
		(3) *Office Manual of the General and Revenue Secretariat.*	A		.....	General Secretary.
		(4) Manuals subsidiary to (3) *e.g.*				
		(i) Manual of Secretariat Essentials.	A			Do
		(ii) Efficiency Audit Manual.				Do
		(iii) Manual of Council Procedure.				Do

N.B.—Symbol A denotes existing manuals and compilations.
Symbol X denotes those under preparation.
Symbol O denotes those which are yet to be prepared.
The more important Manuals are printed in italics.